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CAF SS Medical Programs

Authorized Signature

Number: SS-IM-06-017
Issue Date: 09/18/2006

Topic: Medical Benefits

Subject: Procedure clarifications for citizenship and identity documentation

Applies to (check all that apply):

☐ All DHS employees
☐ Area Agencies on Aging
☐ Children, Adults and Families
☐ County DD Program Managers

☐ County Mental Health Directors
☐ Health Services
☐ Seniors and People with Disabilities
☒ Other (please specify): CAF SSP transmittal group

Message: This memorandum will provide the most up-to-date policy clarifications on citizenship and identity documentation, and respond to some frequently asked questions.

No Wrong Door

With implementation of the citizenship and identity documentation requirements, we are hearing concerns about the differing processes between branches to document citizenship and identity.

DHS has committed there will be no wrong door for applicants and recipients to bring their documents to us. If an individual brings original documents to any DHS office or branch, even when the client's case is in another branch, the following steps must be taken:

- Accept whatever original documents or certified copies from issuing agencies the client brings in.
- Copy and return the original documents to the client.
- Date stamp the copies, make a note on them that we have viewed the original documents (some branches have a date stamp that already says this), and sign or initial.
- Some branches are taking the initiative to review the documents provided, and if the documents meet the requirements of citizenship and identity for this provision, they are updating the CI Person/Alias Update screen before they send the copies to the appropriate branch. This is a decision that can be made on the branch level.
- Narrate in TRACS or ACCESS that the client brought in documentation, state what the

documentation was, and what branch it is being sent to if it is going to another branch.

It is important that reception staff understand the procedures outlined above. We are designing a NetLink specifically for reception staff, and hope to deliver it in the next few weeks.

Keep us posted on concerns, and we will continue to work together to resolve them.

Thank you all for your hard work and dedication as we implement this challenging provision.

Policy Clarification:

In the last Q & A, we stated that recipients who are currently MAA eligible and then become eligible for EXT must provide proof of citizenship and identity. However, we have determined that converting from MAA/MAF to EXT does not require proof of citizenship and identity. You can convert to EXT without worrying about the citizenship documentation requirements.

Data Matches with other Agencies

We have determined that if the client has personal data (name, DOB, height, gender, etc.) available on a WVIR (DMV data) screen, we can use it to document identity. Make a copy of the screen for the client's file or paste a copy into the client's narrative.

We will continue to review other state agency databases we have access to, and will send out updates if we find agency databases we can use for client identity.

And now, frequently asked Q & A's:

Q: I can verify citizenship with BBCN for a child, but need identity. One of the items identified on the list of acceptable documentation is 'school records including nursery or daycare records' for children under 16. This child is in the ERDC program. Can I use the client's state daycare assistance screens (WCCS) to verify child's identity?
A: No, we do not believe the WCCS screen is acceptable for identity. Both the FS screens and ERDC screens are created out of our own agency information, therefore we can't use these screens to prove identity. We continue to review other agency databases and will let you know if we determine any databases will be acceptable for identity.

Q: What happens when an EXT client applies for TANF and doesn't have their citizenship documentation? The client is TANF eligible and I need to open their TANF grant, but the system won't allow me to leave them coded as EXT while I pend for the citizenship/identity documentation needed for MAA eligibility. The computer won't let me code EXT and TANF cash on the same recipient.
A: There is a system request to allow TANF with non-MAA medical but it will be some time before it can be implemented.

Keep the client's medical CM case open and create a second CM case for TANF. Put an NMD (no medical) case descriptor on each TANF person who has medical on another CM case.

Q: Do I need to get citizenship documentation before I can process the EXT quarterly report?
A: You do not need to document citizenship if the case remains EXT eligible.

If you need to review for other medical programs because of the changes reported on the 7475, then you will need to require citizenship and identity documentation for everyone on the case except for AENs and assumed eligible pregnant women (they must provide the documentation at the end of the protected eligibility period).

For example: If the client reports on the 7475 that they have lost their job, then you will need to review for MAA and ensure that citizenship (and identity) is documented as part of the redetermination of medical.

Or, another example: If the client reports on the 7475 that their only eligible child has left the home, then you will need to review for OHP and ensure that citizenship (and identity) is documented as part of the redetermination of medical.

Q: I have been using the DHS 7206 to determine if the documentation a client provided meets the requirements. I'm finding discrepancies.
A: The 7206 is a great tool for staff to give to clients. However, there have been several policy clarifications since the 7206 was originally developed and the 7206 needs to be revised. While it is still a helpful tool for clients, we suggest you use the attached Hierarchical List to determine what is considered acceptable documentation.

Q: Is the DHS 694 available yet in Spanish?
A: Yes, it is. In fact, the DHS 694 was just updated in the past few days, and the Spanish version was added as well. There was so much confusion on whether or not the two affidavits (citizenship affidavit and the identity affidavit) required notarization; we decided to change the wording from 'affidavit' to 'statement' on the DHS 694.   Copies of each are attached.

Q: I have added the citizenship coding for the mother, but was told I also had to code the children on the case. Is that true?
A: Yes. Each person on the case has their own Person/Alias Update screen, and each applicant or recipient must have his or her own screens updated when acceptable documentation is received.

Q: I missed the trainings for citizenship/identity documentation. Are you providing any more training?
A: Yes, there will be NetLinks available on October 3rd, 11th, and 18th.

If you have any questions about this information, contact:

Contact(s):	Joyce Clarkson 503-975-6106 Michael Avery 503-945-6072 Michelle Mack 503-947-5129		
Phone:		**Fax:**	
E-mail:			

Statement of Identity
for Children Under 16 years of age

I am attesting to the identity of the following child(ren) as the parent or legal guardian.

	Full Name	**Date of Birth**	**Place of Birth**
Child #1			
Child #2			
Child #3			
Child #4			
Child #5			
Child #6			
Child #7			
Child #8			
Child #9			
Child #10			

I affirm under penalty of perjury, that the information above is correct and complete to the best of my knowledge.

_____

Signature of Parent or Legal Guardian

Note: Written statements or affidavits cannot be used for documenting both citizenship and identity.

DHS
Oregon Department of Human Services

Program	Branch	Worker ID
Case name		Case number
Prime number	Date	

Declaración de identidad
para menores de 16 años
(Statement of Identity for Children Under 16 years of age)

Como padre o tutor legal, doy fe de la identidad del (de los) siguiente(s) niño(s)

	Nombre completo	**Fecha de nac.**	**Lugar de nacimiento**
Niño #1			
Niño #2			
Niño #3			
Niño #4			
Niño #5			
Niño #6			
Niño #7			
Niño #8			
Niño #9			
Niño #10			

Afirmo bajo pena de perjurio que la información anterior es correcta y completa a mi mejor saber y entender.

_____

Firma del padre o tutor legal

Nota: No se pueden usar declaraciones ni declaraciones juradas para documentar ciudadanía e identidad al mismo tiempo.